

## Major Use Permit: Tier 4 (Wireless Facility)

### USE ONLY FOR EMAIL SUBMITTALS

EFFECTIVE 9/15/2013		FEES*	INITIAL DEPOSIT*
PDS PLANNING			\$3,070
ENVIRONMENTAL			\$5,360
PDS REVIEW TEAMS			\$2,175
STORMWATER			\$695
DEH	SEPTIC/WELL		\$1,250
	SEWER		
PDS TRAILS REVIEW		\$170	
VIOLATION FEE <i>(not included in total)</i>		\$1,000	
<b>INITIAL DEPOSIT &amp; FEE TOTAL</b>			
<b>\$12,720</b> (Septic)			
<b>\$11,470</b> (Sewer)			

\* Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project's cost.

**PLEASE FOLLOW ALL INSTRUCTIONS CAREFULLY TO AVOID DELAYS IN PROCESSING.**

#### **Step 1:**

All forms/plans listed under **(Step 1)** must be completed, signed, scanned and saved as "pdf" files. **IMPORTANT:** One (1) single complete PDF file must be created for each PDS form and also for each entire Study, Report, Set of Plot Plans, Set of Landscape Plans or Set of Maps etc.

You may have to compress the files, or send multiple emails for the same project if you have to send "large" attachments, images, plans, etc. **Do not "split-up" PDF files, they must be complete.**

**Email all PDF files to each email listed below:**

[Dag.Bunnemeyer@sdcounty.ca.gov](mailto:Dag.Bunnemeyer@sdcounty.ca.gov)

[Jarrett.Ramaiya@sdcounty.ca.gov](mailto:Jarrett.Ramaiya@sdcounty.ca.gov)

[Lisa.Robles1@sdcounty.ca.gov](mailto:Lisa.Robles1@sdcounty.ca.gov)

---- Plot Plan **(see Note #3)**

---- If within ROW - Authorization from the County of San Diego, Real Estate Services

---- Geographic Service Area, Photosims & Narrative **(see Note #4)**

[015 Applicant's Guidelines & Agreement for Online Submittals for Wireless Facilities](#)

[126 Acknowledgement of Filing Fees and Deposits](#) **(see Note #1)**

[299 Supplemental Public Notice Certification](#)

[305 Ownership Disclosure](#)

[320 Evidence of Legal Parcel](#) **(and any deeds)**

[346 Discretionary Permit Application](#)

[346S Supplemental Application](#)

[399F Fire Availability](#)

[399W Water Availability](#) **(If Landscaping proposed)**

[514 Public Notice Certification](#)

[524 Vicinity Map/ Project Summary](#)

580	<a href="#">Hazardous Waste/ Substance Verification</a>
581	<a href="#">Plan Check Pre-Application Notice</a>
LUEG-SW	<a href="#">Stormwater Intake Form for Development Projects</a>

## Step 2:

PDS will then review the submitted PDF files and determine if the emailed application package is complete. Once the application package is determined complete, all PDS forms listed under **(Step 2)** must be filled-in, printed, “wet” signed and mailed or delivered as “Hardcopies”, along with Initial Deposit and a completed Public Notice Package.

----	Public Notice Package (see PDS-516 for Specific Requirements).
\$\$\$	Check with correct dollar amount as determined by Project Manager.
346	<a href="#">Discretionary Permit Application</a> with “Wet” signature: One (1) hard copy.

All items listed below are informational only and shall not be submitted.

090	<a href="#">Typical Plot Plan</a>
209	<a href="#">Defense and Indemnification Agreement FAQs</a>
247	<a href="#">Fish and Wildlife Fees</a>
298	<a href="#">Supplemental Public Notice Procedure</a>
313	<a href="#">Major Use Permit Applicant’s Guide</a>
374	<a href="#">Resource Protection Study</a>
515	<a href="#">Public Notice Procedure</a>
516	<a href="#">Public Notice Applicant’s Guide</a>
906	<a href="#">Signature Requirements</a>
	<a href="#">Policy FP-2: Fire Code Compliance for Cellular Facilities</a>
	<a href="#">Policy G-3: Determination of Legal Parcel</a>

## NOTES:

1. If the Financially Responsible Party (FINRESP) wants to designate an additional DEPOSITOR (such as an Agent or Permit Runner) to make online deposits to the FINRESP’S Trust Account(s), then the FINRESP and the DEPOSITOR must be Accela Citizen Access Registered Users and complete all of form PDS-126. Register at: <https://publicservices.sdcounty.ca.gov/citizenaccess>.
2. One (1) single complete PDF file must be created for each PDS Form and also for each entire Study, Report, Set of Plot Plans, Set of Landscape Plans or Set of Maps etc. Do not “split-up” files, they must be complete.
3. Plot plans, elevation drawings, etc. (must be at least 11” x 17”). Plot plan must be drawn in standard engineer scale.
4. In addition to the above requirements, all wireless telecommunication projects are required to submit additional information listed under the Wireless Facilities Section in the **PDS-313 Major Use Permit Applicant’s Guide**. (For example: Geographic Service Area Maps, Alternative Site Analysis, Photo-simulation, etc.). Electronic submittal must contain all required documents and a written narrative addressing the requirements listed in Section 6984 of the Zoning Ordinance.
5. Staff, please note on the PDS-346 if project qualifies for Policy FP-2. If the project qualifies for Policy FP-2 (the building is less than 300 sq. ft. and the proposed facility is not going into or attached to an existing building, i.e., church; and the site is not located within four fire districts (North County FPD, Rincon Del Diablo (Escondido) MWD, San Marcos FPD, or Vista FPD) **THEN NOTE ON PDS-346 THAT PPS NEEDS TO DISTRIBUTE TO COUNTY FIRE**. Our Fire Personnel will be reviewing it to make sure the

project meets all the requirements of Policy FP-2. If it is in one of the four fire districts noted above OR is proposed to be included in or attached to an existing building/structure, then **NOTE ON PDS-346 THAT PPS NEEDS TO DISTRIBUTE IT TO THE APPROPRIATE FIRE DISTRICT.** Policy FP-2 does not apply if applicant has a letter from the fire department.

6. **Cell Sites Adding Generators:** Existing approved projects that are adding generators require a modification to the existing permit. Also, do not accept **PDS Review Teams** money as they don't need to review. There is no distribution to **PDS Review Teams**. Put a note on the PDS-346 Form telling PPS not to distribute to **PDS Review Teams**.
7. Project goes to local Community Planning Group and/or Design Review Board for recommendation.
8. No Health Department (DEH) Fee if within Right of Way.
9. Cell Sites being accessed via private road easement must include proof of access to a publicly maintained road for the purpose of the cell facility.
10. Cell Sites being proposed on a parcel with an existing SFD or other structure being serviced by a septic system must provide a certified as-built Plan for the parcel. A \$1,100 fee for DEH must be collected.
11. Applicant will receive PDS-319 (Notice of Application) and PDS-382 (Flagging Procedure for Projects) at submittal.
12. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.